

Didja Know?



- You can “see” what you have charged on your GTC at the voucher level?
- This might be the crystal ball you were looking for.
- Take a look at the following to see what we mean.

Logged In As:

Document Name:

Screen ID: 1036.1

[Close Window](#)

Traveler Name:

Document Type: Voucher

[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel[Itinerary](#)[Travel](#)[Expenses](#)[Accounting](#)[Additional Options](#)[Review/Sign](#)[RETURN TO LIST](#)[Non-Mileage](#)[Mileage](#)[Per Diem Entitlements](#)[Substantiating Records](#)

Non-Mileage Expenses

Use this screen to view non-mileage expenses for your travel document.

[view government charge card transactions](#)

Leave: 27-Jul-09 **Return:** 31-Jul-09

* Expense Type:

- OR -

* Cost:

\$

* Date:

(mm/dd/yyyy)

* Method of Reimbursement:

-- Please Select --

[view expense details / currency calculator](#)

Expenses Summary

Expense Type	Date	Cost	E/R
Hotel Room Tax	07/27/09	\$22.32	View
Parking - Terminal	07/27/09	\$26.67	View
Tolls (highway bridge etc)	07/27/09	\$2.15	View
Hotel Sales Tax	07/31/09	\$25.11	View
Baggage Fees	07/31/09	\$30.00	View

Total Expenses:

\$106.25

[Continue](#)

When you get to the Expenses page, click on the link shown above.

Charge Card Transactions

This screen is used to turn a charge card transaction into an expense on the travel document. However, you are currently in 'view only' mode and access to this functionality is not permitted. Select 'Return' to return to the 'Non-Mileage Expense' screen.

The checkbox to the left of each transaction is marked when the transaction has previously been used for vouchering. Note: The charge card transactions presented are the current transactions available in DTS. Some of the more recent charge card transactions may not appear.

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Description	Date	Amount	
<input type="checkbox"/> THRIFTY PARKING MCI (7523)	07/31/2009	\$ 26.67	
<input type="checkbox"/> GOLDEN SANDS MOTEL (7011)	07/31/2009	\$ 419.43	
<input type="checkbox"/> THRIFTY CAR RENTAL 510 (3395)	07/31/2009	\$ 237.36	
<input type="checkbox"/> DELTA AIR 0062507066326 (3058)	07/30/2009	\$ 15.00	
<input type="checkbox"/> DELTA AIR 0062507430181 (3058)	07/27/2009	\$ 15.00	
<input type="checkbox"/> CWTSATOTRAV 0067693082426 (4511)	07/24/2009	\$ 13.00	
<input type="checkbox"/> DELTA AIR 0067693082426 (3058)	07/24/2009	\$ 898.40	
<input type="checkbox"/> MCOAF LODGING (7011)	06/30/2009	\$ 39.00	

Expenses Summary

Description	Date	Amount	
Pvt Auto-Terminal	07/27/2009	\$ 44.55	
Pvt Auto-Terminal	07/31/2009		
Hotel Room Tax	07/31/2009		
Parking - Terminal	07/27/2009		
Tolls (highway bridge etc)	07/27/2009	\$ 2.15	
Hotel Sales Tax	07/31/2009	\$ 25.11	
Baggage Fees	07/31/2009	\$ 30.00	

Total Expenses: \$ 195.35

Return

Non-mileage expenses tyler added when Auth was created

CitiBank Charges

You can verify and add expenses to their voucher if there is an “Add” button to the right of the expense.

Ta-Da!



Not all of the expenses might be visible
at the time the voucher was signed.
But this is a great tool.